

# CHILD NUTRITION AND FOOD DISTRIBUTION DIVISION MANAGEMENT BULLETIN

No.: 99-806

TO:	All Public and Private Schools Participating in the National School Lunch and School Breakfast Programs County Superintendents of Schools Diocesan Superintendents of Schools	ISSUE DATE: March 1999
FROM:	Nutrition Standards Unit	
ATTENTION:	Food Service Directors	
SUBJECT:	Addendum to Management Bulletin 98-804 on Menu Production Records	
REFERENCE:	7 CFR 210.10 (a)(3)	

This management bulletin provides information and sample forms to assist in meeting the federal regulation requiring the completion of menu production records. Menu production records are required for all sponsors of the National School Lunch and School Breakfast Programs and must be kept on file for a minimum of three years for each meal served.

In June 1998, Management Bulletin 98-804 was distributed, listing the information required on menu production records and providing sample forms. Records must indicate sufficient information to evaluate the menu's contribution to the established nutrition standards, including nutrient and calorie levels for the appropriate age/grade group.

The following are included with this management bulletin: the infant meal pattern (Attachment I); the menu production record forms for infants (Attachment II and III); sample transport record documents for both pre-pack (Attachment IV) and bulk meals (Attachment V); and a menu production record for breakfast (Attachment VI).

If you have any questions regarding this management bulletin, please contact Cindy Schneider, Child Nutrition Consultant, Nutrition Standards Unit, at (916) 322-1566, toll free at (800) 952-5609, or at [cschneid@cde.ca.gov](mailto:cschneid@cde.ca.gov).

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Kathy B. Lewis  
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Attachments

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